



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS

3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures on Equal Employment Opportunity For
Federal Employees

1. References:

- a. NGR (AR) 690-600/NGR (AF) 40-1614 dated 20 January 2007.
- b. Equal Employment Opportunity (EEO) (Technician) Discrimination Complaints Report, Equal Employment Opportunity Commission (EEOC) Form 462.
- c. The Notification and Federal Employee Antidiscrimination Act of 2002 (NO FEAR Act of 2002).
- d. Annual EEOC Management Directive 715 (MD-715) Report.

2. The policy of the Oklahoma National Guard (OKNG) is to provide equal employment opportunity for all employees (Dual Status and Non-Dual Status Federal Technicians, Temporary Federal Employees, and Federal Contract Employees) and/or applicants for employment. OKNG employees and applicants will not be subjected to illegal discrimination because of race, age, gender (not sexual harassment), gender (sexual harassment), national origin, color, handicap condition (physical and/or mental), religion, or retaliation.

3. I am fully committed to a strong EEO program. The fair, equitable, and non-discriminatory treatment of all employees and applicants improves morale and productivity, fosters cohesion and readiness, and increases the overall effectiveness of the OKNG. Together, we can strengthen our efforts to maintain the quality and integrity of the OKNG in these challenging times.

4. Leadership, supervisors, and managers at all levels are:

- a. Accountable and responsible for the work environment under their control; to include the spreading of rumors and gossip.
- b. Responsible for informing OKNG employees and applicants of the procedures for filing an EEO complaint; to include sexual harassment.

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5. It is the goal of the OKNG to resolve and settle all complaints and allegations of illegal discrimination fairly, equitably, and expeditiously. This policy applies both on and off duty.

6. Complainants will complete **NGB Form 713-5 (Formal Discrimination Complaint in the National Guard Form)**. The State Equal Employment Manager (SEEM), and/or the assigned EEO Counselor is available to provide assistance to the complainant, leadership, supervisors, and managers regarding the EEO complaint process. The enclosed diagram (Technician Complaint Process for EEO and Sexual Harassment) outlines the procedures and process of filing an EEO complaint.

7. The point of contact is CW4 Ronald G. Petty, SEEM. Phone numbers for the SEEM are (405) 228-5274 or DSN 628-5274. The FAX number is (405) 606-7360.

FOR THE COMMANDER IN CHIEF:

Encl
as


HARRY M. WYATT III
Major General, OKANG
The Adjutant General

DISTRIBUTION:
AAF

TECHNICIAN COMPLAINT PROCESS

EEO and Sexual Harassment



Make an informal complaint. Report inappropriate behavior without initiating a full investigation. This may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

**If You
Are The
Victim**

Call the State Equal Employment Manager (SEEM) to clarify whether an incident or behavior qualifies as illegal discrimination.
405-228-5274

**If Behavior
Persists**

File a written complaint on NGB Form 713-5. Complaints must be filed within 45 calendar days of the incident. Complaints made after 45 calendar days may be pursued at the discretion of The Adjutant General (TAG).

PRIMARY OR SECONDARY SUPERVISOR	EEO Counselor or SEEM	Deputy Director	DIRECTOR	JOINT CHIEF OF STAFF	TAG	NGB-EO-CR	EEOC
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**45
DAYS**

Complainant has 45 calendar days to file a complaint. Complaints filed against a member of the Supervisory Chain of Command will be referred to the next higher supervisor. If not resolved within Supervisory Chain of Command within five days, the SEEM will appoint an EEO Counselor. The EEO Counselor will meet with the complainant, witnesses, and the Alleged Discriminating Official (ADO) and attempt to resolve the complaint.

**30-60
DAYS**

The EEO Counselor may request a 30 day extension from the complainant and TAG if circumstances require it. The complainant and TAG may agree upon an extension of 60 days to pursue Alternative Dispute Resolution (ADR). If not resolved, the EEO Counselor has three days to conduct a final interview with the complainant and issue a letter advising the complainant of their rights to file a formal complaint.

**15
DAYS**

The complainant has 15 calendar days to file a formal complaint if he/she is dissatisfied with the results of the informal investigation. TAG or OKJCofS will appoint an Investigative Official (IO). The SEEM will acknowledge receipt of the formal complaint within three calendar days.

**10
DAYS**

TAG, or SEEM, has ten calendar days to request from complainant any clarification of issues. TAG has ten days to officially (in writing to complainant) accept or dismiss the complaint, in whole or in part. If complaint is accepted in whole, or in part, the complaint is sent to Chief, NGB within three calendar days. NGB-EO-CR will request an investigator from DoD, Criminal Investigation Division.